

## EPA Official Record

**Mail ID:** 498ab21077cf40d9a918302111bcd4fa

**From:** Aoyama, Joyce

**To:** Westenberger, Andrea; Stanfield, Brooks

**Copy To:** Kahlo, Meaghan; Wells, Mike

**Delivered Date:** 08/13/2014 06:41 PM EDT

**Subject:** Link to records schedules

Andrea and Brooks,

Thanks for meeting with us to review your records and go over some of the questions about what is a record. It's can be a grey area that's hard to navigate. Below are some of the links that I promised you. Please do not hesitate to contact us for assistance.

[Quick & Dirty Page for FMPU](#)

[National Records Management Program's Schedules](#)

- In the grey box, the top fillable area is for Final Schedules (ex. 1003 for Grants – used to be 003)
- The bottom fillable area in the grey box is for superseded schedules, which are 3 digits and still waiting for its official consolidated schedule. (ex. 145)
- [006](#) – Program Management
- [007](#) – Directives and Policy Guidance Documents
- [145](#) – Program Development
- [250](#) – Publications and Promotional Items
- [1005a](#) – Financial Management - Budget Reports (040)
- [105](#) – Management Studies

Thank you,

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